



Educator and Program Coordinator

Friends of Zenger Farm

The Educator and Program Coordinator is a full-time, exempt position reporting to the Executive Director of Friends of Zenger Farm.

Position Summary:

The Educator and Program Coordinator will lead field trips for 3,000 students a year, develop programs and curriculum, manage the Children's Garden and develop and lead six week-long summer camps. The position will work with the Executive Director and Board advisors to develop the strategic direction for the program.

Pull on your galoshes and be prepared to get dirty – this is a hands-on, rain or shine job!

About Friends of Zenger Farm:

Incorporated in 1999, Friends of Zenger Farm is a working urban farm located in outer southeast Portland dedicated to promoting sustainable food systems, youth education, environmental stewardship and community and economic development. Located on a 10-acre wetland and 6-acre organic farm, Friends of Zenger Farm engages youth, community members and emerging farmers in experiential learning opportunities in sustainable agriculture, livestock management, food security, healthy eating, and watershed protection.

Duties of the Educator and Program Coordinator include:

Education Program

- ◆ Teach and lead field trips.
- ◆ Manage scheduling of field trips.
- ◆ Acquire, maintain and inventory all educational supplies needed for active curriculum.
- ◆ Manage Children's Garden space.
- ◆ Coordinate with Zenger Farmer about crop planning that meets educational needs.
- ◆ Plan, manage and lead six week-long summer camps.

Outreach and Relationship Building

- ◆ Strategize and execute outreach goals to local schools and organizations.
- ◆ Develop and execute group visit schedule and online scheduling process.
- ◆ Network and develop relationships with youth education programs in the Portland area.
- ◆ Assess current relationships and develop plan to strengthen and grow potential collaborations.
- ◆ Coordinate with Community Involvement Coordinator to train, manage and supervise volunteers.

Curriculum Development and Management

- ◆ Ongoing assessment of current curriculum for content relevance, age appropriateness and subject quality.
- ◆ Manage Curriculum Advisory Team of educators to assist with curriculum development.
- ◆ Develop pre and post field trip curriculum for classroom teachers.

Program Evaluation

- ◆ Track visit numbers, program participation, educator contacts and any other relevant information to Youth Program.
- ◆ Set and meet goals for growth in participation and/or quality of Youth Program.
- ◆ Coordinate evaluation with Curriculum Advisory Team.
- ◆ Research similar programs to accurately assess current program and standards.
- ◆ Create and conduct pre and post tests for student field trip participants and teacher evaluations.

Fundraising

- ◆ Research grant opportunities, prepare proposals and meet grant-reporting requirements in conjunction with the Executive Director.

Desired Experience/Qualifications:

Environmental education background

Youth education

Farming experience in Pacific NW

Strong organizational skills

Knowledge of sustainable agriculture and food security

Ability to interact with diverse populations and ages

Budget management

Supervising staff and/or volunteers

Ability to manage a program independently

Compensation:

The Educator position is a full-time, year-round staff position with a salary range of \$28,000 to \$33,000 depending on experience, with health benefits and two weeks vacation.

Application procedures:

Email resume, cover letter and contact information for three references to jill@zengerfarm.org by August 31st, 2008. Interviews will begin September 5th. Start date for the position is October 1st.

For more information go to www.zengerfarm.org